DELEGATED APPROVAL AUTHORITY FOR CIVILIAN TRAINING

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410 306-0185

REFERENCES

- TITLE 5, U.S. CODE, CHAPTER 41
- CFR 5, PART 410 - TRAINING
- OPM TRAINING POLICY HANDBOOK
- PUBLIC LAW - APPROPRIATION ACT
- AR 690-400, CHAPTER 410
- ORGANIZATION POLICY STATEMENT

CHANGES TO GOVT EMPLS TRAINING ACT (GETA)

- Mission related vs job related.
- Degree training
- Govt vs Non-govt.
- Obligated service.
- No min/max time restrictions.

MISSION RELATED TNG

Must improve organizational performance:

-Support DOD/DA strategic plans

-Improve performance in current job

-Expand or enhance performance in current job

MISSION RELATED - cont'd

-Enables employee to perform needed duties outside current job at same level of responsibility

-Meets organizational needs in response to Human Resource plans for downsizing, re-engineering, restructuring, program change, etc.

TRAINING FOR DEGREE

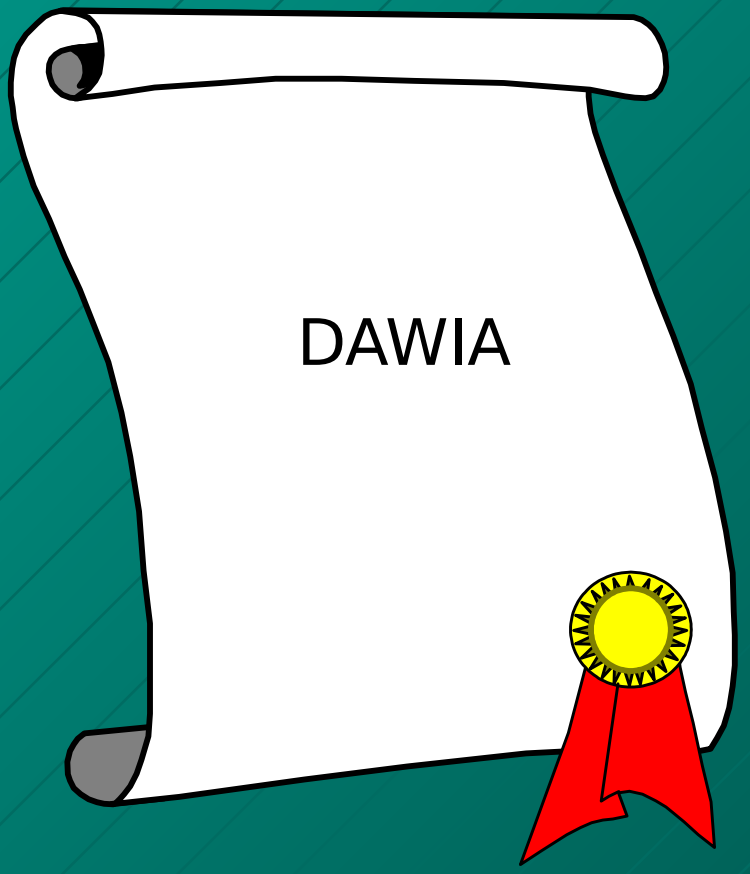
- **INCIDENTAL BY PRODUCT**

- Defense Acquisition Workforce Improvement Act - Nov 1990

- Defense Appropriation Bill - 2001

DEGREE TRAINING
(DAWIA AUTHORITY)

- TO SOLVE A RECRUITMENT OR A RETENTION PROBLEM IN A SHORTAGE SKILL CATEGORY



DEGREE T RAINING
(DAWIA AUTHORITY)

- Establish org recruitment problem by showing reasonable recruitment effort
  -evaluate referrals
  -expand publicity & area of recruitment
  -contact State employment svcs, academic institutions/professional orgs
  -evaluate availability of qualified candidates within the agency (PPP)

DEGREE TRAINING
(Appropriations Bill)

- 01 National Defense Authorization Act - authorized payment for degrees when part of an Agency planned program of civilian professional development.
- DoD Plan 8/15/01; delegated to Army
- Army Plan 10/26/01- delegates to MACOMs/IRAs/Adm Asst-Sec of Army.

DEGREE TRAINING

(Appropriations Bill)

- Planned investment
- Sequence of instruction that supports org objectives
- Measurable results in terms of individual and organizational performance
- Obligated service
- Tng must be reported in DCPDS
- NOT carte blanche authority
- Can’t be used to meet positive educ requirements for a different job

DEGREE TRAINING

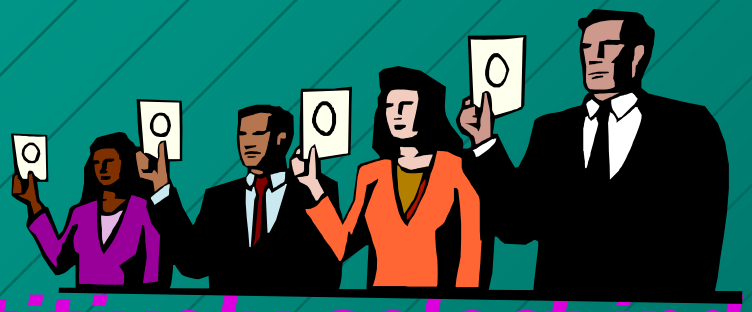
(Appropriations Bill)

INSTITUTION MUST:

- Be Accredited
- NOT discriminate
- NOT prevent ROTC participation
- NOT prevent
  -military recruitment on campus, or
  -access to student directory information

DEGREE TRAINING
(Appropriations Bill)

Degree programs MUST be consistent with MERIT SYSTEM PRINCIPLES:



Competitively select individuals for degree training opportunities.

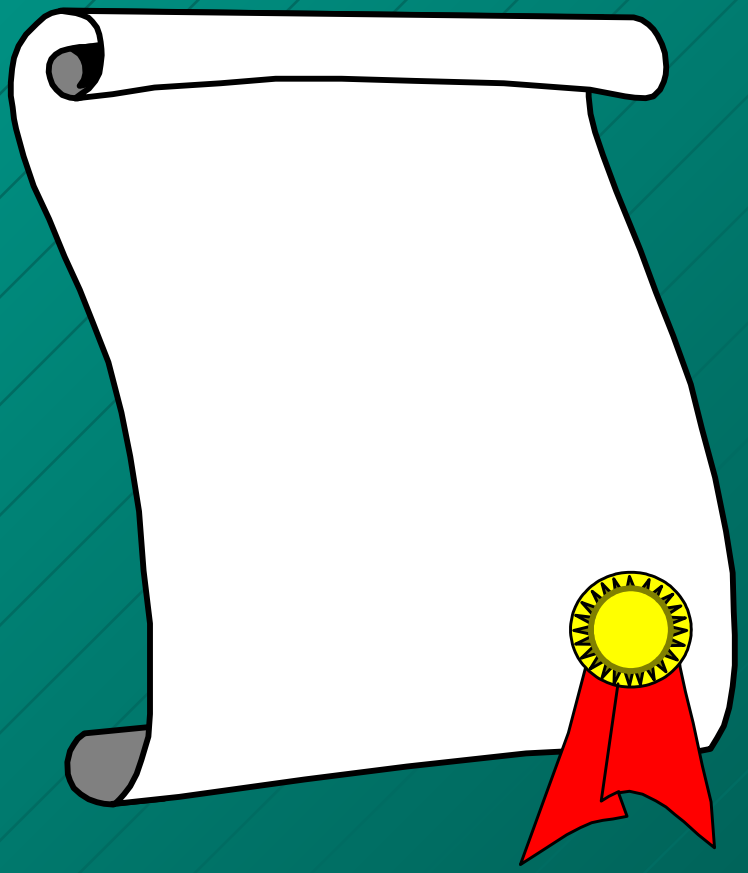
PAYING FOR PROFESSIONAL CREDENTIALS

PUBLIC LAW 107-107

Signed 12/28/01

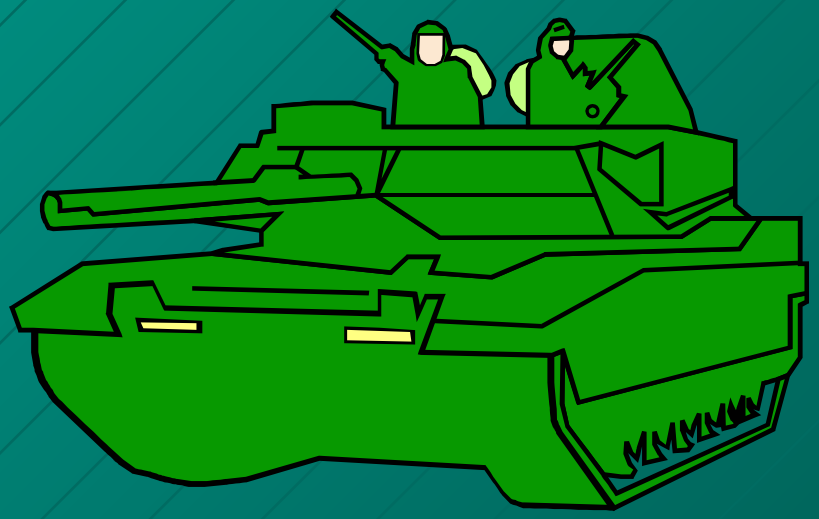
INCLUDES:

- PROFESSIONAL ACCREDITATION
- PROFESSIONAL LICENSES
- PROFESSIONAL CERTIFICATION
- EXAMS TO OBTAIN THESE CREDENTIALS



PAYING FOR CREDENTIALS

- Must be beneficial to systematic development and enhanced job performance.
- Must support mgt objectives, national security or mission imperatives/goals.



PAYING FOR CREDENTIALS

- Discretionary on the part of Agencies.
- Not an “entitlement” of employment.
- DOD delegated to DA 17 Jun 02.
- DA delegated to MACOMs, IRAs and Admin Asst to Sec of Army 20 Jun 03.
- May be further delegated, but must be in writing.

PAYING FOR CREDENTIALS

- **MUST:**
  - -Comply with **DOD Guidance**
  - -Meet **Collective Bargaining** Obligations
  - -Be Consistent with **Merit System Principles**
- Report use of this authority in DCPDS

PAYING FOR CREDENTIALS (DA Restrictions)

- Employees must have written approval from proper authorizing official before incurring the expense.
- NO retroactive payments.
- Method of payment is reimbursement after receipt of credential.
- May NOT be used to pay for degrees or for professional memberships.

PUBLIC LAW

The current Appropriations Act prohibits use of appropriated funds for inappropriate or offensive training.

PUBLIC LAW PROHIBITIONS

- Tng that does not meet identified needs for knowledge, skills, and abilities bearing directly upon the performance of official duties.
- Tng that contains elements likely to induce high levels of emotional response or psychological stress.

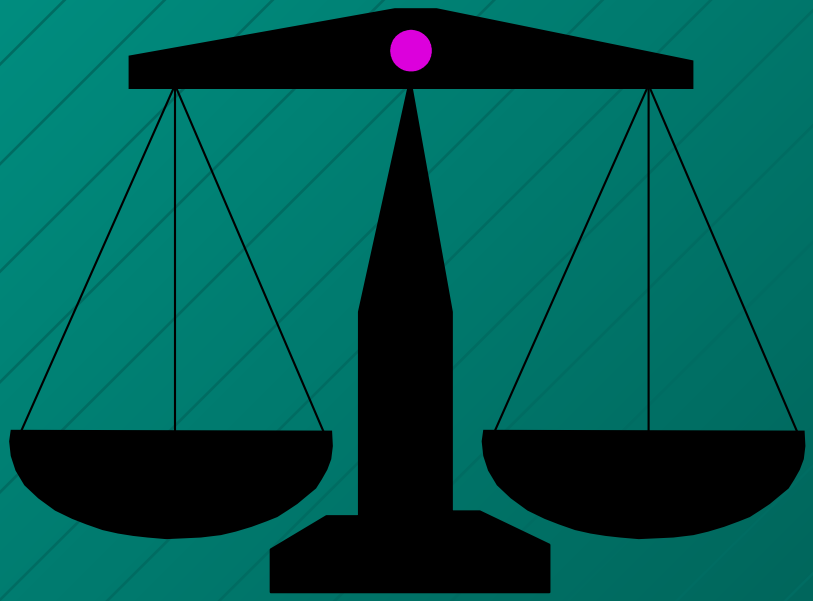
PUBLIC LAW PROHIBITIONS

- Tng that contains methods or content associated with religious/quasi-religious belief systems or “new age” beliefs.
- Tng offensive to, or designed to change personal values/lifestyle outside work.
- Tng that does not require prior empl notification of content & instructional methods & allow employee to evaluate.

DELEGATED APPROVAL

REGULATORY GUIDANCE

ORGANIZATIONAL POLICY



ORGANIZATION POLICY

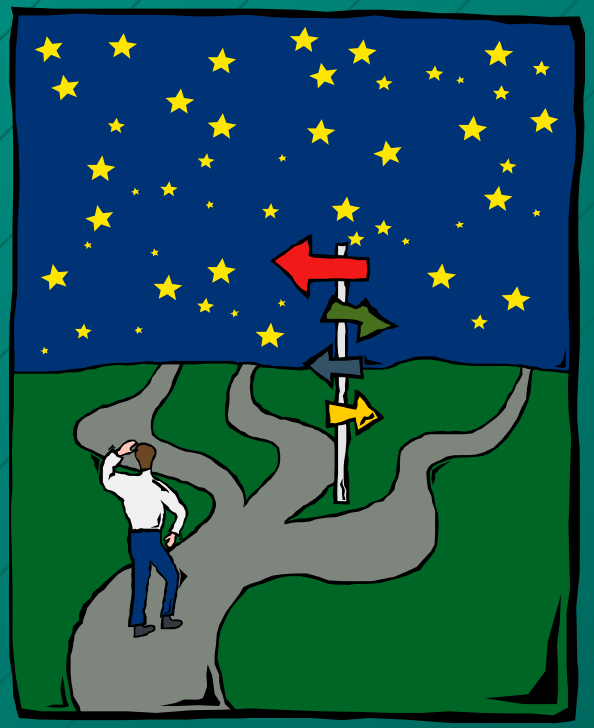
- Here is where you would need to refer them to their organization policy statement, which should be provided as a handout with other course materials. You will need to develop a slide to show the specific organization policy for the group you are training.
- Address the level to which to approval authority has been delegated and any restrictions the Cdr/Dir has imposed.
- Address the need to do training needs assessment during performance counseling.
- The next slide provides a sample.

ATC DELEGATION

- DELEGATED TO TECHNICAL DIRECTOR AND DIRECTORS IN ATC.
- CDR APPROVES ALL FULL-TIME TRAINING FOR ONE SEMESTER OR MORE.
- COLLEGE CREDIT COURSES FOR SCEPS - COORDINATE WITH CPAC.

REGULATORY GUIDANCE

- Training is a Mgt Responsibility
- Merit Selection
- Satisfactory Completion
- Evaluation
- OCONUS Training
- Financial Aid
- OVERTIME



OVERTIME/ COMP TIME Title 5 Provisions - Training

- Pay PP for tng provided when empl is already entitled to premium pay.
- OT if tng can only be provided at night.
- OT if it saves govt money.
- OT if regularly scheduled standby duty or admin uncontrollable overtime work.
- OT if DOD has granted exception.

OVERTIME/ COMP TIME FLSA Provisions - Training

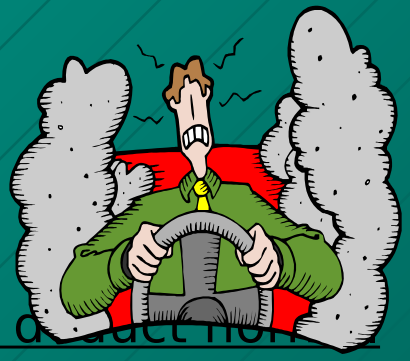
- OT if employee is directed to participate to prevent adverse impact on perform or retention in their current job.
- Prep time/duty time/overtime.
- Employees in developmental programs are not entitled to overtime for training (interns/apprentices/VRAs/UM)

Overtime Pay for Travel Title 5 Provisions

- Work is performed while traveling
  -Truck Driver
  -U.S. Marshals
  -Writing Speech
- Extremely arduous/ unusual conditions
- Uncontrollable event

Overtime for Travel FLSA Provisions

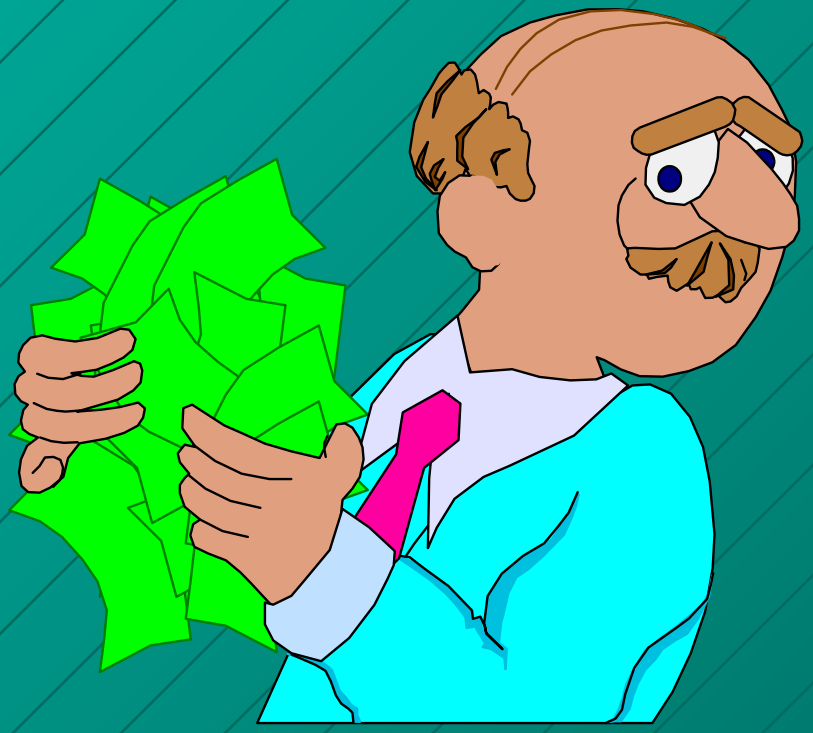
- Employee must drive or perform work while traveling.*
- Passenger on a 1-day assignment away from duty station.*



* If travel is on a regular work day, you must deduct normal "home to work" travel time.

- Travel as passenger overnight on nonworkday during hrs corresponding to regular work hrs.

REGULATORY GUIDANCE



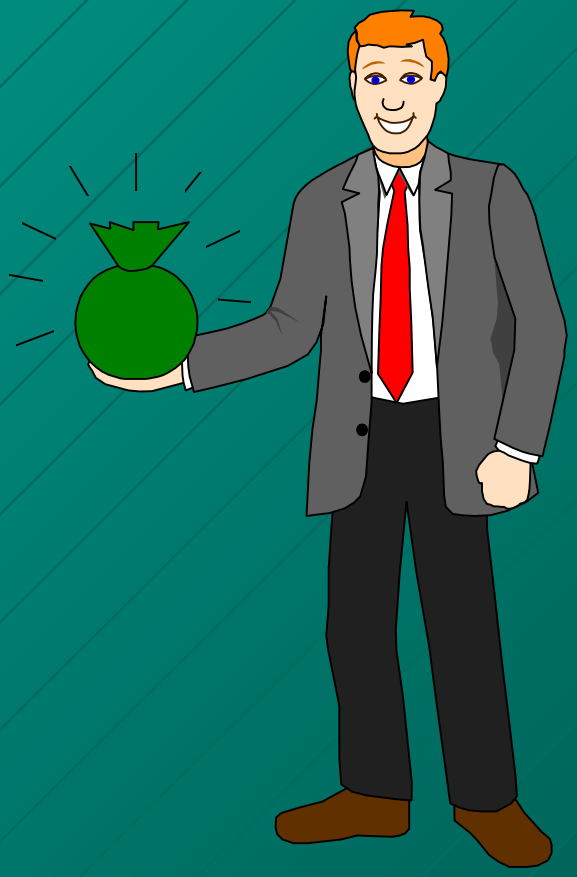
- ADV APPROVAL
- AUTHORIZED COSTS
  -Govt Tng
  -Non-Govt Tng
  -PIP
- 55% Per Diem for Tng over 30 days

REGULATORY GUIDANCE - CONT'D

- DEGREE TRAINING
- TRAINING JUSTIFICATIONS
- TNG FOR LICENSE OR CERTIFICATE

ORGANIZATIONAL GUIDANCE

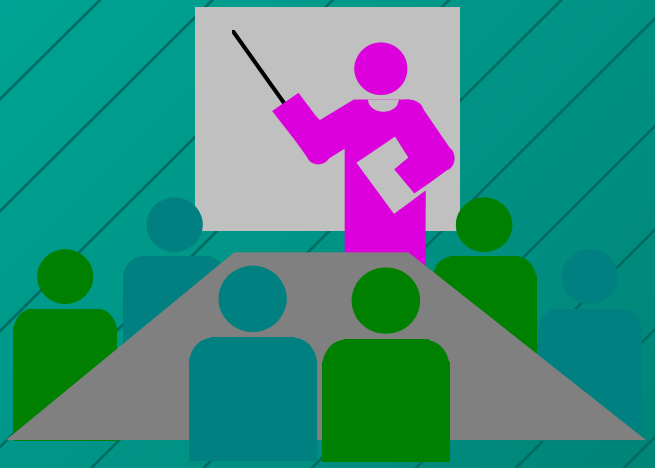
- EXPENSES WHICH MAY BE PAID:
  -tuition
  -required fees
  -books
  -travel
  -per diem



COLLEGE CREDIT COURSES

- Application Fee
- Campus Parking
- Travel Expense
- Off-Post, After Duty
- On-Post, Duty Time
  - Mission Related
  - Personal Benefit
- Substitutions, course changes, withdrawals - all require approval
- Enroll for credit
- Satisfactory completion
- Switch to audit

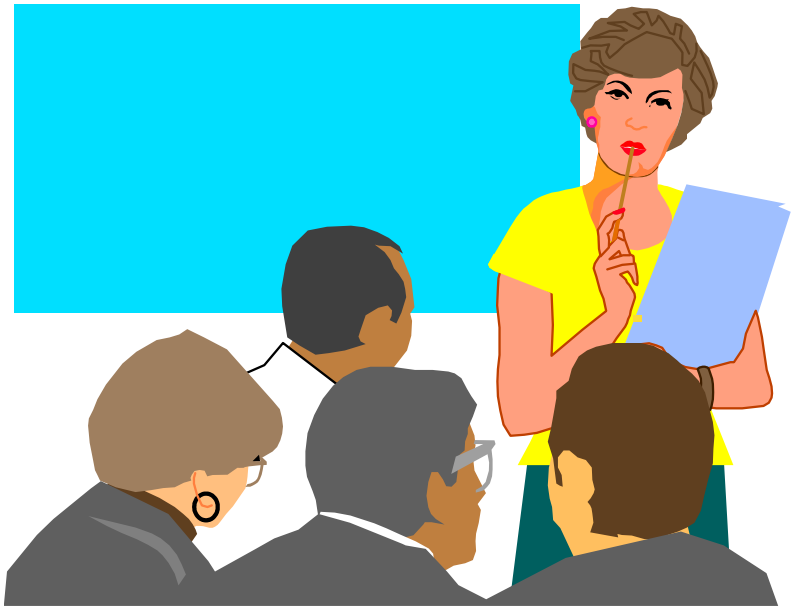
CONFERENCES/SEMINARS



- RESTRICTIONS ON ATTENDING PROFESSIONAL CONFERENCES
- RESTRICTIONS ON MULTIPLE ATTENDANCE AT THE SAME COURSE OR CONFERENCE

USE OF DD FORM 1556

- MUST BE "OFF-THE-SHELF"
- OFFERED TO PUBLIC
- ESTABLISHED PRICE
- CAN'T EXCEED $25K



DELEGATED AUTHORITY

- CANNOT BE TRANSFERRED OR REDELEGATED
- VALID ONLY WHILE YOU ENCUMBER POSITION TO WHICH AUTHORITY IS DELEGATED
- YOU ARE ACCOUNTABLE TO YOUR CDR/DIR/SUPERINTENDENT

REPORTING TRAINING

- IT IS ESSENTIAL THAT TRAINING BE REPORTED - make sure your Activity Training Coordinator submits training completions to the NECPOC for data entry.